



Career Opportunity – Internal/External Posting

Director of Strategic Initiatives and Municipal Design Strategic Initiatives and Municipal Design

Position Summary:

Leamington is at the forefront of transformative growth, and we are seeking a visionary leader to help guide this exciting chapter. As **Director of Strategic Initiatives and Municipal Design**, you will play a pivotal role in shaping the Municipality's future through strategic planning, community development, and the advancement of capital growth projects that will define Leamington for generations to come.

Reporting directly to the Chief Administrative Officer (CAO), this new senior leadership position will provide strategic direction for **Planning and Development Services, Communications and Corporate Identity, and Organizational Excellence (formerly Human Resources)**. You will also be responsible for advancing Council's Strategic Plan priorities, including fostering and strengthening cooperative relationships with Indigenous communities, particularly the Caldwell First Nation.

As a key member of the **Senior Leadership Team (SLT)**, the Director will contribute to an engaged and high-performing organization while serving on the Municipality's **Growth Team** which is a dedicated group tasked with aligning financial investment and purposefully planning capital projects. This role demands a leader who thrives in dynamic environments, can navigate complex portfolios, and is committed to building a community where people choose to live, work, and invest.

Key Responsibilities:

- Responsible for the overall development and operations of the Strategic Initiatives and Municipal Design service area, ensuring that the operations within align with the Strategic Plan.
- Responsible for strategic initiatives as assigned by the CAO, including:
 - Transformation of the department of Planning and Development Services to align with Council's Strategic Plan to Grow Leamington.
 - Serve an integral role within the "Growth Team" which will be critical to create and support the conditions for commercial, industrial and residential growth.
 - Act as a liaison function between the Municipality and Indigenous communities and, in particular, the Caldwell First Nation.
 - Develop strategy, protocols and training for staff related to Indigenous engagement, and
 - Modernize service delivery through the oversight of enterprise-wide digital transformation and responsible use of artificial intelligence.

- Responsible for the overall human resource management of Planning and Development Services, Communications and Corporate Identify, and Organizational Excellence, including:
 - Plan, prioritize and assign work.
 - Establish goals and objectives for the service areas and the Managers.
 - Health and safety responsibilities of staff.
 - Plan and develop staff, including, with the assistance of Organizational Excellence staff, recruitment, training, setting objectives, performance management, etc.
 - Identify the professional needs of staff.
 - Conduct meetings within the service areas, department and external departments.
 - Develop and implement policy and programs that will assist in delivering quality services and programs to ratepayers; and
 - Provide leadership and motivate staff to deliver quality service and programs to ratepayers.
- Responsible for the financial management of the Strategic Initiatives and Municipal Design service area:
 - Prepare, present, monitor and evaluate annual capital and operating budgets as requested by the CAO and Council.
 - Manage any capital projects, and
 - Project financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff.
- Serve as a member of the Municipality's SLT, responsible for the administrative component of Strategic Initiatives and Municipal Design:
 - Attend all Council meetings.
 - Plan and implement strategic long-term initiatives.
 - Maintain operational statistics and records.
 - Develop reports and/or plan studies which will enhance, and advance services offered through Strategic Initiatives and Municipal Design.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a university degree in public administration, business administration, urban planning, law, human resources, or an appropriate related discipline or approved equivalent combination of education and experience.
- Must have a minimum of ten years of progressive experience, working in a leadership role in a municipal environment.
- Membership or eligibility for membership in a relevant professional body (e.g., Canadian Institute of Planners, Ontario Professional Planners Institute, Law Society of Ontario, Canadian Public Relations Society, or Human Resources Professionals Association) would be considered an asset.
- Ability to demonstrate effective written and verbal communication skills, including the ability to research, write, and present clear and comprehensive reports with recommendations to SLT, Council, and other applicable audiences.

- Demonstrated experience leading municipal land use planning at a strategic level, while advancing the long-term growth and development of assigned departments and portfolios.
- Knowledge of the Municipal Act, 2001, and related legislation, and regulations.
- Knowledge of the Planning Act and related legislation and regulations.
- Ability to establish and maintain effective working relationships with a diverse group of internal and external customers.
- Ability to navigate conflict resolution, facilitation, and negotiation with a diverse set of customers (private and public), with often competing interests.
- Ability to demonstrate a high level of critical thinking with the ability to successfully perform proactively and strategically, plan, prioritize and balance multiple responsibilities, shift priorities and find innovative solutions.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- Must have experience with developing operational recommendations and requirements.
- Experience in leading multidisciplinary groups, including coaching senior staff, while delivering services and projects with tact and diplomacy in a client-focused manner.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week. Some travel and attendance at evening meetings are regularly required. Lieu time is capped at 70 hours annually.

Employee Group:

Non-union.

Salary Range:

\$173,725 to \$203,234 annually (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Tuesday, October 21, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761